



OFFICE OF THE
ATTORNEY GENERAL OF TEXAS

**Welcome to
Other Victims Assistance Grants
(OVAG)/ Victim Coordinator and
Liaison Grants(VCLG)
Reporting**

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Performance Reporting – Purpose

- ▶ Standardize grant performance data
- ▶ Assess technical assistance needs
- ▶ Provide ongoing feedback
- ▶ Identify “best practices”
- ▶ Reflect grantee progress
- ▶ Justification for funds



OAG Staff Review

- ▶ What are we looking for?
 - Completeness and accuracy
 - Achievement of established targets
 - Achievement of outcomes
 - Statistical anomalies
 - Program issues detailed in narrative
 - Program highlights



Reporting Due Dates

- ▶ 1st Quarter: December 30, 2013
- ▶ 2nd Quarter: March 30, 2014
- ▶ 3rd Quarter: June 30, 2014
- ▶ 4th Quarter: September 30, 2014



Performance Report Form Structure

- ▶ OVAG/VCLG Performance Report Excel document has five tabs: Instructions and four tabs for each reporting quarter.
- ▶ Each quarterly tab is locked so data can only be entered in the appropriate quarter.
 - For example, the 1st Quarter tab will only allow reporting of 1st Quarter data and narratives. The 2nd, 3rd, and 4th Quarters are locked and will not allow you to enter data.



Quarterly Performance Report Information and Data

Quarterly Performance Report Information and Data



Instructions for Submission

- ▶ The following must appear in the subject line of the email: your grant type (either OVAG or VCLG), your grant number and the reporting period (example subject line: "OVAG #1000000, 3rd Quarter Performance Report.")
- ▶ Email the report to: OAG-Grants@texasattorneygeneral.gov
- ▶ Questions regarding the contract and/or the performance report should be directed to your grant manager.



What to Report?

- ▶ The Performance Report should reflect data for OVAG/VCLG funded activities only.
- ▶ **Do report:** All victim services and activities being provided by OVAG/VCLG funded staff during their time on the grant, regardless of whether you have provided a target for that activity.
- ▶ **Do not report:** The total new victims served by the agency in your calculations. Only report the victims served by the grant-funded staff.



Section 1: Agency Information

- ▶ This information was pre-filled and is protected by the OAG.
 - Agency information
 - Grant-funded purpose areas
 - Direct Victim Services
 - Victim Services Training
 - Victim Assistance Community Education
 - Victim Assistance Public Awareness



Updating Grant Contacts

- ▶ Updating authorized official information – the governing body must submit a request on letterhead with original signature
- ▶ Changes to the grant contact or primary prevention coordinator – the authorized official must submit a request via email, fax, or grantee letterhead to the grant manager
- ▶ Person to contact for corrections – name, email, and phone number can be changed by the grantee directly on the form.



Section 2: Direct Victim Services

- ▶ New Victims Served
 - Received no prior services from a grant-funded staff person during Fiscal Year 2014 (September 2013-August 2014).
- ▶ Continuing Victims
 - Received at least one service from a grant-funded staff person for the month and who have also received at least one service from a grant-funded staff person in any previous month of FY14.



First Point of Contact

- ▶ First point of contact for delivery of services are conducted via:
 - Telephone
 - In office
 - In field
 - Other
- ▶ For example: When materials are sent from your organization to a victim for the first time:
 - that victim is counted as a new victim
 - that service is counted as information and referral provided to a victim



Calculating New and Continuing Victims Served

Reporting Formula

$$\frac{\text{\# Victims Served} \times \text{\% Staff Funded}}{\text{Number of Victims to Report}}$$



Victim Served Examples

► One Grant-Funded Staff:

- Advocate 25%
- 30 new victims served
- $30 \times 25\% = 7.5$
- *If percentage is not a whole number, round up!*
- Total new victims = 8

► Multiple Grant-Funded Staff:

- Advocate 25%
- 35 new victims served
- Bilingual Advocate 30%
- 45 new victims served
- $35 \times 25\% = 9$
- $45 \times 30\% = 13.5$ (round up)
- $9 + 14 = 23$
- Total new victims = 23



Calculating Services Provided

Reporting Formula

$$\frac{\text{\# Victims that Received Services} \times \text{\% Percent Funded}}{\text{Number of Service Type to Report}}$$

- The target number for services should represent the number of victims that received a particular service, not the number of times a particular service was provided.



Services Provided Example

- | | |
|---|---|
| <p>► One Grant-Funded Staff:</p> <ul style="list-style-type: none">• Advocate 25%• 20 victims received Crisis Intervention Services• $20 \times 25\% = 5$• <i>If percentage is not a whole number, round up!</i>• Total victims who received Crisis Intervention Services = 5 | <p>► Multiple Grant-Funded Staff:</p> <ul style="list-style-type: none">• Advocate 25%• 20 victims received Crisis Intervention Services• Bilingual Advocate 30%• 30 victims received Crisis Intervention Services• $20 \times 25\% = 5$• $30 \times 30\% = 9$• $5 + 9 = 14$• Total victims who received Crisis Intervention Services = 14 |
|---|---|



Section 3: Victim Services Professional Training

- Grantees only report training provided by grant-funded personnel.
- There is no formula for reporting training.



Section 4: Outreach or Community Education

- There is no formula for reporting outreach or education.
- Grantees only report outreach or education provided by grant-funded personnel.



Section 5: Public Awareness (Statewide Only)

- ▶ Only statewide agencies report on public awareness.
- ▶ Statewide agencies provide services to six or more COG regions.



Section 6: Volunteer Involvement

- ▶ This section must be completed for all non-profits.
- ▶ Volunteers must be used in some capacity to support the mission of the organization.
- ▶ Report numbers for the agency as a whole, not just for the project funded by OVAG/VCLG.



Section 7: Direct Service Outcomes

- ▶ Outcomes were provided to grantees in the application.
- ▶ Two required outcomes must be reported to the OAG.
- ▶ One outcome must be a Direct Service Outcome if Direct Victim Services are provided.
 - ▶ Increase in knowledge and understanding of crime victims rights.
 - ▶ Increase in knowledge and understanding of community resources and services.
- ▶ Grantees were allowed to select the second outcome.



Measuring Outcomes – How to Get Started?

- ▶ Measurement instrument examples:
 - Survey
 - Self report
 - Alternate methods of collection like observation, pre and post tests
- ▶ How data is collected and reported:
 - Number of surveys given to individuals
 - Number of surveys completed by individuals
 - Number of individuals reporting the desired outcome



Section 7: Direct Service Outcomes

Outcome 1	State Outcome being measured here: Increase in knowledge of crime victims' rights													
	State Outcome Instrument here: Survey													
	Target Level (%)	100 %	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		YTD			
Number of Instruments Given to Individuals			0		0		0				0	0		
Number of Instruments Completed by Individuals			0		0		0				0	0		
Individuals Reporting Desired Outcome			0		0		0				0	0		
Performance Level (%)			0% 0% 0% 0%		0% 0% 0% 0%		0% 0% 0% 0%		0% 0% 0% 0%		0%			
Outcome Narrative:														



Section 8: Grant-Related Activities

- ▶ Grantees report meetings (internal agency or with community representatives)
- ▶ Community collaborations on victim service-related projects
- ▶ Other activities that support the OVAG/CLG project



Section 9: Grant Successes

- ▶ Grant Successes is a new section for FY14.
- ▶ You can use this section to describe any successes you had with regard to meeting your goals, objectives, and targets.



Section 10: Challenges Encountered During Reporting Period

- ▶ Grantees explain any issues that made it difficult or challenging for them to meet their goals, objectives, and targets.
- ▶ This might include difficulties in hiring staff, extended leave, staff turnover, natural disasters, etc.
- ▶ Also included are any actions they took to overcome these challenges.



Section 11: Program Impact Narrative

- ▶ Report at least one narrative per quarter about a client who grant-funded staff has helped, or services your agency provided with OVAG/VCLG funds that made a difference in someone's life.
- ▶ Also include ways in which the grantee's program is making a difference in the community (i.e., changes in policies, protocols, cooperation and/or awareness).



Section 12: Key Personnel

- ▶ Key Personnel is a new section for FY14.
- ▶ Describe any changes in key personnel that may have occurred during the reporting period.
- ▶ Grantees must also notify their grant manager within 10 business days of any changes in key personnel.



Section 13: Positions Left Vacant

- ▶ Positions left vacant is a new section for FY14.
- ▶ If applicable, explain any grant-funded positions left vacant for more than three months, and what is being done to fill the position.



Section 14: Data Verification

- ▶ The grant contact or authorized official must review and approve the accuracy of the data in the Performance Report before submitting it to the OAG.
- ▶ The initials and the date the report was reviewed indicate to the OAG that the appropriate review was completed.



Thank you!

If you need any further information, contact your Grant Manager:

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